

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRANSPORTATION PROGRAMMING  
TRAFFIC CONGESTION RELIEF PROGRAM MS-49  
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*Flex your power  
Be energy efficient!*

October 7, 2005

**TO: ALL PROJECT LEAD APPLICANTS FOR THE  
TRAFFIC CONGESTION RELIEF PROGRAM**

The Traffic Congestion Relief Program (TCRP) guidelines (Section 8.2) state that lead applicant agencies will submit progress reports for each TCRP project, twice a year. As the last full project progress report/review was conducted in January 2005, the overall TCRP project information and status needs to be reviewed and updated in order to provide as accurate and current information as possible. The next report is due on October 25, 2005.

It is imperative that each applicant agency promptly and thoroughly provides the information requested in regards to progress on their TCRP project(s). This information will become the basis for the California Department of Transportation's (Department) bi-annual report to the Commission, as well as, the Commission's Annual Report to the Legislature regarding the TCR Program. These reports provide program and project status as well as recommendations regarding various aspects of the program.

Additionally, the information will be used to verify current fiscal year resources and help establish estimated budget needs for fiscal year 2006-2007. All approved phase information needs to be updated in terms of schedule and future allocation and/or Letter of No Prejudice (Letter) request amount and timing. For purposes of estimating future allocation/Letter requests, please assume that the earliest new TCRP Fund allocations can resume is July 2006. All un-approved phase information needs to be updated as well, because this information will become the official data for these phases, pending future amendment actions.

The email transmitting this letter includes the form(s) for your project(s) to be completed and returned via email. The form(s) has been pre-populated for approved allocations, expenditures, and information regarding allocations of TCRP funds that may lapse in FY 2005-06 for those projects having received an allocation(s) in FY 2000-01. The attached form(s) include a detailed instruction sheet; please review the instructions thoroughly.

Additionally, the TCRP website, located at [www.dot.ca.gov/tcrp](http://www.dot.ca.gov/tcrp), has been updated to include:

- Information collected via the January 2005 Project Review,
  - Including links to previous submitted Project Review forms for each project respectively,
- Information concerning the Close-Out Process for projects that are completed,
- Information and instructions to address the issue of lapsing funds.

**All Project Lead Applicants for the  
Traffic Congestion Relief Program**

October 7, 2005

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If you have any questions, please contact either Laurel Janssen (916) 651-8647, or Peter Anderson (916) 651-8651 of my staff to provide you assistance in completing the project review forms.

Sincerely,

*Original Signed By*

ERIC S. KOCH

Chief

Traffic Congestion Relief Program